



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF HEALTH PROFESSIONS LICENSURE
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WEBSITE: www.mass.gov/dph/boards

BOARD OF REGISTRATION OF GENETIC COUNSELORS
APPLICATION FOR FULL LICENSURE
INSTRUCTIONS AND CHECKLIST

CAREFULLY READ THE FOLLOWING INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION. COMPLETE APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:

- ☐ Completed application form with
 - ☐ CORI Form
 - ☐ original passport photo (2x2) and
 - ☐ notary signature.
- ☐ Check or money order payable to the Commonwealth of Massachusetts for **\$300.00**
Cash or foreign currency is not accepted and the fee is **nonrefundable**.
 - **NOTE:** If you hold a provisional license you must pay the full license fee in addition to the \$300.00 fee previously paid for your provisional license.
- ☐ Official transcripts in a signed and sealed envelopes for all undergraduate programs/degrees, accredited (per ABGC or ABMG) master's or PhD genetic counselor programs/degrees and any other post-secondary programs/degrees. When requesting official transcripts, please inform each school's registrar that the **transcript must be complete and indicate the degree and date conferred in mm/dd/yyyy format**.
 - **NOTE:** If you hold a current provisional license and transcripts were previously submitted with an application for a provisional license, transcripts do not need to be submitted again.
- ☐ ABGC or ABMG documentation of certification, including the date of issue, exam score, and expiration date in a signed and sealed envelope. This must be sent to the Board by ABGC or ABMG. **Email verifications are not acceptable.**
- ☐ Verification of licensure status, in signed and sealed envelopes, from any state or jurisdiction in which you now or have previously held any professional license. Verifications must be sent directly to the Board by the state or other jurisdictions.

- **NOTE:** If verifications have been previously submitted with an application for a provisional license, they do not need to be submitted again if they were issued within the past 12 months.

☐ If you hold, or have ever held, a professional license, you must request and submit a National Practitioner Data Bank-Healthcare Integrity and Protection Data Bank Self Query. To request a Self Query, please contact the National Practitioner Data Bank at 1-800-767-6732 or at www.npdb-hipdb.com. Include the original report with this application; make a copy for your records.

- **NOTE A:** If you do **NOT** hold and have never held a professional licenses in any other state, you do not need to submit a National Practitioner Data Bank self-query.
- **NOTE B:** If a National Practitioner Data Bank self-query was submitted with an application for a provisional license, it does not need to be submitted with an application for full licensure if it was certified and sent within the past twelve months.

☐ Application must be submitted on single-sided paper.

IMPORTANT INFORMATION

Pursuant to Board regulation at 270 CMR 3.07 (1), a genetic counselor applicant/licensee must notify the Board in writing of any changes in the applicant's/licensee's information within 30 days of their occurrence, including but not limited to any change of address and any name change.

Pursuant to 270 CMR 3.05 (3), an application is no longer valid if requirements for genetic counselor licensure are not met within one (1) year from the date of Board receipt. All fees are non-refundable and non-transferable.

The address printed on your license is a **PUBLIC RECORD** that is available to the public. Address changes may be done online at the board's website www.mass.gov/dph/boards or you may obtain a form online to submit to the Board's office. Please be advised that address changes can take 4-6 weeks to be processed.

The address of record is where the Board mails your license and any correspondence.

Retain a copy of all information and the completed application for licensure for your records. Employers may require that you provide them with a copy.

Answers to many questions may be found on the Board's website (www.mass.gov/dph/boards). Statutes and regulations governing genetic counseling licensure may be found on the website; they are also available for purchase from the State House Bookstore, Massachusetts State House, Room 116, Boston, MA 02108, 617-727-2834.

For further information, please contact the Board office at 1-800-414-0168.